



Student Support Services
Pharmacy Building B-04
Tel. (718) 488-1044
Fax (718) 834-6045

Documentation Guidelines
Learning Disability

A learning disability is a disorder in one or more of the basic psychological processes involved in understanding or using language, spoken or written, which impact one's ability to listen, think, speak, read, write, spell or perform mathematical calculations.

A learning disability must significantly interfere with academic achievement or activities of daily living that require reading, math, or writing to support eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities act of 1990.

The following guidelines establish the required components of all documentation submitted to the Office of Student Support Services for students seeking accommodations for a learning disability.

- Documentation must be current, within the past three years or after age 18.
- Documentation must include a comprehensive psycho-educational evaluation addressing both cognitive ability and academic achievement.
- Documentation must provide subtests, and standard scores, along with an interpretation of test results.
- Documentation must be provided by a licensed professional (e.g. clinical psychologist, neuropsychologist or school psychologist). All reports must be typed and dated.
- Documentation must indicate how the student's learning disability will impact their academic performance/functioning and/or participation in University activities.
- Documentation can include recommendations for accommodations.

Please provide these guidelines to a licensed professional so as to not delay approval and subsequent receipt of services.